

**SCHOOL BOARD BYLAWS****Duties of the Clerk/Deputy Clerk/Bonds/Oath****A. Duties of the Clerk**

1. Attend all board meetings, unless otherwise directed, and keep a record of the proceedings in a bound journal.
2. Verify all statements for payment after audit and under the direction of the superintendent see that all accounts of the board are kept accurately and make such reports and perform such duties as are required by the State law, regulations of the school board and the division superintendent.
3. Notify members of any regular and special school board meetings and of committee meetings.
4. Serve as custodian of the seal of the school board.
5. Perform such other duties as shall be assigned by the board and/or the laws of the State of Virginia.

**B. Duties of the Deputy Clerk**

The deputy clerk shall act in the absence of the clerk or otherwise as provided by board resolution

**C. Bonds**

The clerk and deputy clerk shall be bonded in an amount of no less than ten thousand dollars (\$10,000.00) and the board shall pay the cost of such bonds.

**D. Oath**

The clerk and deputy clerk must take the oath of office prescribed for State officers.

(continued)

## SCHOOL BOARD BYLAWS

Duties of the Clerk/Deputy Clerk/Bonds/OathLegal Reference:

Code of Va., §22.1-1-77. Duties of clerk of board.—"The clerk of the school board shall keep in a separate volume the minutes of the meetings of the school board, including all bids submitted on any building, material, supplies, work, or project to be let to contract by such school board, and in another volume a receipt and disbursement record as prescribed by the Board of Education and shall keep on file vouchers, contracts and other official papers. They shall be subject to such periodic examinations as shall be prescribed or approved by the Board of Education. The clerk shall discharge, under the general direction of the division superintendent, such other duties in connection with business of the School division as may be queried of him by the school board or the Board of Education." (1980)

Code of Va., §22.1-76. Chairman; clerk; vice-chairman; deputy clerk; terms; compensation and bonds of clerk and deputy clerk; officers ineligible to serve as clerk and deputy clerk; approval of division superintendent's designee.—" . . . C. The school board shall require the clerk and any deputy clerk each to furnish a corporate surety bond conditioned upon the faithful performance and discharge of his duties as such. The school board shall fix the amount of each bond which shall not be less than ten thousand dollars. The premium for each bond be paid by the school board . . . ." (1995)

Editor's Note

See also Opinion of the Attorney General, 1963-64 at 255. Clerk and deputy clerk of the school board must take oath of office.

Adopted by School Board: March 24, 1987

Adopted by School Board: October 24, 1995